

SOUTHERN MARYLAND ASSOCIATION OF REALTORS®

2011-2012 COMMITTEE APPLICATION FORM

(Committee year - November 1, 2011 through October 31, 2012)

Member involvement is essential to the mission of SMAR. Our members bring a wealth of talent and experience to the day to day operation of SMAR by serving on a committee. Committee Application forms should be submitted as quickly as possible. **Committee membership is open only to SMAR members. Please refer to individual Committee Descriptions for specific committee membership requirements.**

New members who join SMAR throughout the year are encouraged to consider committee service. To find out more about a specific committee, you may contact a Committee Chairman directly. SMAR Staff is available to help put you in contact with Committee Chairs.

Please take a few minutes to review the committee descriptions. Complete the form on the last page and return to SMAR, 8440 Old Leonardtown Road, Hughesville, MD 20637 or by fax 240-254-2107.

Committee meetings take place Monday through Friday between the hours of 9:00 am and 5:00 pm and are generally held at the REALTOR® Center in Hughesville. *Specific meeting times are suggested as part of each committee's description; however, committee chairpersons have the option to select a different date and time. Chairpersons are asked to coordinate meeting dates with SMAR Staff.*

PLEASE NOTE: Attendance: The Committee Chair shall designate a regular time and place of meetings. Absence from three regularly scheduled meetings within a committee year (November 1 through October 31), without advance notification to the Chair or staff liaison, shall be construed as resignation.

Committee appointments are one-year in length – November 1st through October 31st. If you are currently serving on a committee and would like to volunteer again for the same committee, please let us know by completing the Committee Application Form on the last page.

The incoming SMAR President is responsible for Committee appointments. Every attempt is made to appoint members to the committee(s) requested; however, in some cases such as Professional Standards and Grievance Committees, consideration is given to a balanced representation from each county, size of firm, position in firm (principal, non-principal), real estate specialty, etc. You will receive a letter from SMAR confirming your committee appointment(s).

< SMAR Mission Statement >

The mission of the Southern Maryland Association of REALTORS® is to maintain a financially viable association offering support, services and training for its members; to provide community outreach; to foster a proactive relationship with local and state legislative leaders and to be the leading advocate of the real estate industry, private property rights and the issues that most affect the members' ability to serve the public with competency, integrity, and professionalism.

Amended August 15, 2011

AWARDS & SPECIAL EVENTS COMMITTEE

Purpose: Responsible for planning and implementation of the following Association special events: Annual awards program, installation of officers and directors, and the REALTOR® fair. The Committee Chair is encouraged to select individual event chairmen to plan and implement the special events and will oversee the progress of each event. Additional special events initiated by the members of the committee shall be approved by the Board of Directors prior to planning and implementation. From time to time, the Board of Directors may direct the committee to plan additional special events.

Awards: The Committee Administers the submission and qualification process of SMAR's annual awards program. This committee is responsible for the development of awards submission forms, deadlines, guidelines, and procedural rules for the approval of the Board of Directors at their December meeting. Reviews, verifies and approves awards submission forms and coordinates the ordering of awards with staff.

Budget: The committee is responsible for obtaining operating capital through registration fees and sponsorships.

Qualification Considerations: Members of this committee should consist of members who enjoy planning and organizing SMAR's special events. Additionally, each member should have an appropriate level of attention to detail that will assure the appropriate adherence to the approved guidelines of the annual awards program.

Meetings: Third Wednesday each month at 10:00 a.m.; additional meetings as needed.

BYLAWS COMMITTEE

Purpose: In conjunction with staff, the Committee reviews the Bylaws and compliance with NAR and to reflect local custom and practice. Amendments mandated by NAR are approved by the SMAR Board of Directors and do not require approval by the membership. All other proposed amendments require review by the Board of Directors and approval by the membership.

Meetings: As needed.

CAPITAL IMPROVEMENT COMMITTEE

Purpose: The Committee in conjunction with the CEO shall prepare and monitor a long term building and grounds maintenance plan with an associated "sinking" fund to accumulate resources to meet the projected maintenance requirements. Committee members will serve as advisers to the CEO regarding facility and grounds maintenance as needed.

Qualification Considerations: An interest and/or experience in commercial property management would be helpful. The Treasurer or Finance Committee Chair shall be a member of this Committee.

Meetings: As needed.

COMMERCIAL/INDUSTRIAL COMMITTEE

Purpose: To monitor issues and trends affecting the commercial/industrial segments of the local real estate market. Responsible for sponsoring networking opportunities which attract the participation of non-residential practitioners. Works with the Legislative Committee and the Government Affairs Director to identify emerging legislative and regulatory issues that impact commercial/industrial real estate.

Qualification Considerations: Committee members should have a basic understanding and interest in this specialty.

Meetings: Fourth Thursday each month at 8:30 a.m.

CREDENTIALS COMMITTEE

Purpose: Responsible for preparing a slate of Officers and Directors as specified in the SMAR Bylaws.

Composition: The three most recent Past Presidents willing and able to serve, the current President and the President-Elect. The Immediate Past President shall be the Chairman.

Meetings: As needed.

COMMUNITY RELATIONS AND CARE AWARD COMMITTEE

Purpose: Sponsors and promotes activities which will increase REALTOR® identity within the community and enhance REALTOR® public image. Promotes and coordinates the annual Fair Housing Poster Contest and Essay Contest in cooperation with the Maryland Association of REALTORS® and the school districts in Southern Maryland. Responsible for judging the poster and essay entries and for hosting a reception to recognize the winners.

CARE (Community Action and REALTOR® Excellence) Award: Promotes and coordinates the CARE Award in conjunction with the Maryland Association of REALTORS®. Responsible for gathering information from the membership regarding community service activities and assembling the information to be submitted to the state CARE Award committee.

Budget: This committee is partially funded in the SMAR budget

Qualification Considerations: Members of this committee should have interest in public relations and marketing.

Meetings: Second Monday each month at 10:00 a.m.

EDUCATION COMMITTEE

Purpose: The purpose of the Education Committee of the Southern Maryland Association of REALTORS® is to:

- provide comprehensive, professional educational opportunities, tools, and resources to SMAR members;
- plan and promote educational classes that satisfy the requirements of the Maryland Real Estate Commission. In addition to the required subject matters, the committee is responsible for offering a variety of topics to enable members to effectively assist clients and customers in the conveyance of real property or of any interest, right, or benefit in real property, grow their business, and minimize liability;
- plan and promote community outreach with educational programs to increase consumer knowledge and awareness of the real estate industry; to further consumer access to affordable housing; and to gain consumer respect and confidence of the real estate profession;
- be responsible for selecting, evaluating and compensating speakers and for providing monitors for continuing education classes;
- be responsible for generating income;
- ensure that members of the committee have a basic understanding and interest in continuing education requirements of the Maryland Real Estate Commission and the National Association of REALTORS®; and
- be responsible for the New Member Orientation class; for regular monitoring of Orientation curriculum to ensure compliance with law and policy; provide information regarding the REALTOR® Code of Ethics, member services, opportunities for service on committees, introduction of RPAC and Grassroots involvement, etc.

Meeting time: Second Thursday each month at 9:30 a.m.

FINANCE COMMITTEE

Purpose: To formulate, analyze, and make recommendations concerning financial planning, investment management, and special projects. This committee oversees the Association's finances and prepares the fiscal budgets of the two corporations. The committee is encouraged to become familiar with the accountant and to consult the accountant on a regular basis.

Qualification Considerations: Committee members should have experience in fiscal management. To maintain proper checks and balances, the treasurer serves as a committee member.

Meetings: As needed.

FORMS COMMITTEE

Purpose: Responsible for the creation, submission, and management of the contracts and forms recommended for use by the Association membership. The Committee Chair or the Chair's designee will work with the Staff Liaison to submit forms to the Forms Vendor. Additionally, in conjunction with the Staff Liaison, the committee is responsible for monitoring and maintaining the appropriate forms on the Maryland Association of REALTORS®' web site. The committee is responsible for having all forms reviewed by SMAR Legal Counsel prior to their release.

Qualification Considerations: It is required that committee members be Brokers or Office Managers. Committee members must be proficient with MAR's state forms and the various SMAR forms.

Meetings: As needed.

GRIEVANCE COMMITTEE

Purpose: The Grievance Committee receives ethics complaints and arbitration requests to determine if, taken as true on their face, a hearing is warranted. The Grievance Committee makes only such preliminary evaluation as is necessary to make these decisions. While the Grievance Committee has meetings, it does not hold hearings, and it does not decide whether members have violated the Code of Ethics. The Grievance Committee does not mediate or arbitrate business disputes.

Qualification Considerations: Committee members must be REALTORS®. Members are required to attend a training program designated by the Board of Directors prior to being selected to review ethics complaints and arbitration requests. While serving on the Grievance Committee, members may **not** also serve on the Board of Directors or the Professional Standards Committee.

Meetings: As needed.

LEGISLATIVE/GRASSROOTS COMMITTEE

Local Participation: Monitors and reviews all local legislation (existing or proposed) that affects the real estate industry and, when necessary, identifies the most appropriate lobbying strategy, i.e., grassroots, key contact, GAD, or issues campaigns, to implement in the best interests of the Association. Issues coming before the committees should be relative to the day-to-day function of area REALTORS® and not specific to particular parties. In other words, broad issues such as zoning, signage, transportation, and impact fees are appropriate; specific projects or individual zoning changes are not.

Monitors the voting records of the elected officials in their jurisdictions to identify those who are REALTOR® friendly and carefully reviews the position platforms of new candidates for this same purpose. Coordinates with the Government Affairs Director to host legislative breakfasts, candidate forums, and RPAC awareness and fundraising activities.

RPAC: Legislative Committee members are encouraged to demonstrate their commitment to RPAC by contributing annually during the length of their term.

Using the REALTOR® friendly criteria established by the Government Affairs Director and the Legislative Committee, the Committee will convene with the RPAC Committee to determine which local officials and/or candidates should be supported with RPAC funds. The Committees' vote(s) and level of financial support is reported to the Board of Directors. The Committee will also report to the Board of Directors regarding the expenditure of local RPAC funds for local "issues campaigns."

State Participation: The Committee will be responsible for reviewing existing and proposed state and national legislation that affects the real estate industry and communicating to the state Association SMAR's level of support or opposition in accordance with the rating system established by MAR.

Budget: SMAR provides operating capital. The committee chair is responsible for submitting an annual budget request to the Treasurer of the Board of Directors.

Qualification Considerations: Committee members should have an informed perspective on the local political process and be willing to assist in a non-partisan manner with monitoring and, when necessary, lobbying local government officials regarding legislation that impacts upon the real estate industry. Members who have experience in planning or implementing "issues campaigns", working on local or state political fundraising projects or who have personal connections with members of our local, state or national elected representatives would be an asset to the committee. SMAR members in or seeking public elected office are ineligible for Legislative/Grassroots Committee membership.

Meetings: Meets weekly during the 90 day Legislative Session (January - April) and as needed monthly during other times of the year. Special meetings may be called from time to time.

PUBLIC AWARENESS COMMITTEE

Purpose: The Committee seeks to foster a proactive relationship with the local news media, with the SMAR membership, the Board of Directors and various Committees to promote the activities of SMAR and its members. The Committee seeks to be the voice of SMAR to consumers regarding issues that most affect homeowners and others interested in real estate and a source of information to the consumers that we serve. Additionally, the Committee seeks to increase public awareness regarding the benefits of using a REALTOR® and to increase member awareness regarding the benefits of belonging to SMAR.

Meetings: First Wednesday of each month at 9:30 am or as needed.

PROFESSIONAL STANDARDS COMMITTEE

Purpose: Members of this committee shall be selected to serve on Hearing Panels as required to hear matters of alleged unethical conduct by Association Members or to provide arbitration as requested.

Qualification Considerations: Committee members must be REALTORS®. Committee members are required to attend a training program designated by the Board of Directors prior to being selected to serve on a hearing panel. In selecting members to serve, consideration is given to representation from each county, size of firm, position in firm (principal, non-principal), real estate expertise. While serving on the Professional Standards Committee, members may **not** also serve on the Board of Directors or the Grievance Committee.

Meetings: This committee does not conduct meetings.

RPAC COMMITTEE

Purpose: The RPAC Committee is responsible for developing an ongoing education and awareness program for the Association that will result in measurable increases in both member participation and total RPAC dollars raised each year. This program shall include a minimum of one RPAC fundraising event annually that the Committee will plan and coordinate with member and staff assistance. As a demonstration of their commitment to RPAC, each member of this Committee shall donate a minimum of \$35.00 annually to RPAC.

The RPAC Committee is responsible for establishing an effective communications strategy designed to inform members of the Association's annual RPAC goal and to provide members regular updates of their progress toward fulfilling that goal. In monitoring the donations largely obtained through dues billing, the Committee shall determine if and when it is necessary to identify and engage in other activities, such as an additional fundraising event, in order to meet goal.

The RPAC Committee shall convene with the Legislative Committee during the local election cycle when it is time to interview and vet candidates for the financial support and endorsement of their campaigns for local elected office.

Qualification Considerations: Given the unique nature of an RPAC Committee, it should be populated by appointment only. SMAR members in or seeking public elected office are ineligible for RPAC Committee membership. In order to achieve the objectives of the mission statement, the Committee members must be regular RPAC donors with an emphasis on major donors. Each member must be ready, willing, and able to work peer to peer to educate members as to the benefits of RPAC, to ask for their financial support and to plan a successful annual RPAC fundraiser.

Meetings: As needed.

YOUNG PROFESSIONALS NETWORK (YPN) COMMITTEE

Purpose: Responsible for creating programs to encourage, foster and promote SMAR members to excel in their careers by pursuing leadership roles in local, state and national associations. The YPN Committee also fosters opportunities for young members to become active in public policy discussions, encouraging them to become advocates for the real estate industry, and promotes professionalism and community service and provides opportunities to network and learn from their peers.

Budget: The committee is responsible for obtaining sponsors to cover events.

Qualification Considerations: Committee members should have an interest in planning networking events and promoting Association Awareness. Open to the young and young at heart.

Meetings: As needed

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Southern Maryland Association of REALTORS®
2011-2012 COMMITTEE APPLICATION FORM
Fax to 240-254-2107

PLEASE COMPLETE THE FOLLOWING:

Name: _____

Firm Name: _____

Firm Address: _____

Firm Phone Number: _____ **Fax:** _____

Home Address: _____

Home Phone Number: _____ **Fax:** _____

Cell Phone Number: _____

Preferred Email Address: _____

Professional Designations: _____

Past or current job experiences: _____

How long have you been a member of SMAR? _____

Would this be your first committee assignment? Yes No

If no, please list all previous SMAR committee service: _____

I am interested in serving on the following committee(s): *(Please note: Committee appointments are made by the incoming SMAR President and are made based upon the President's goals as well as specific criteria listed in the committee description. Members seeking to serve on the Legislative Committee must complete an additional Supplemental Application)*

Completed form may be faxed to 240-254-2107 or emailed to information@smarweb.org – Thank You